

REPORT

DATE: February 10, 2005
TO: Administration Committee
Regional Council
FROM: Heather Copp, CFO (213) 236-1804
Email: copp@scag.ca.gov
SUBJECT: Approval of Contracts Over \$25,000

EXECUTIVE DIRECTOR'S APPROVAL

Karen Lachar for Mark Persson

RECOMMENDED ACTION:
Approve Contracts

SUMMARY:

- The following consultant contracts are recommended for approval:

ACT 1 Personnel Services	NTE...\$175,000
Microlink Enterprise, Inc.	NTE...\$500,000
PMC	NTE...\$500,000
Volt Services Group	NTE...\$175,000
Digital Mapping, Inc.	NTE...\$ 71,000

FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

If a member believes or has a reason to believe that he or she has a financial interest in any of the firms listed on this Report, the member should consult with SCAG legal counsel.

MEMO

DATE: March 3, 2005
TO: Administration Committee/Regional Council
FROM: Ping Chang, Acting Manager, Data and Monitoring Division
SUBJECT: Digital Mapping Contract

SUMMARY:

Request to amend the approval of the Digital Mapping contract to provide aerial imagery for the County of Imperial.

BACKGROUND:

In January 2005, the Regional Council approved a contract for Digital Mapping, Inc., to provide aerial imagery for the County of Imperial. The original contract cost was reported as \$56,000 instead of the correct amount of \$71,000. During the contract creation process the error was discovered. Staff is recommending the re-approval of the contract in the correct contract amount of \$71,000. There is sufficient budget in the work element (05-040.SCGC2) to cover the cost of the contract.

CONSULTANT CONTRACTS

Consultants:

ACT 1 Personnel Services
Microlink Enterprises, Inc.
PMC
Volt Services Group

Scope:

Each staffing agency will provide temporary employment services, as needed, in one or all of the following areas:

General (clerical/administrative/finance/HR/professional/other)
Planning/GIS
Information Technology

SCAG will enter into a contract with each pre-qualified staffing agency to provide short-term temporary staffing, as needed, for staff vacancies, leaves of absence, or peaks in workload.

The staffing agencies selected will not be guaranteed work or funding.

Contract Amount:

Total not to exceed	\$1,535,000
ACT 1 Personnel Services	\$215,000
Microlink Enterprise, Inc.	\$525,000
PMC	\$580,000
Volt Services Group	\$215,000

Contract Period:

April 1, 2005 through June 30, 2008

Work Element:

05-XXX.XXXX	\$185,000	Funding Sources: Indirect Overhead and other funding sources depending on area of need
06-XXX.XXXX	\$450,000	Funding Sources: Indirect Overhead and other funding sources depending on area of need (subject to approval of SCAG's 05- 06 Fiscal Year budget)
07-XXX.XXXX	\$450,000	Funding Sources: Indirect Overhead and other funding sources depending on area of need (subject to approval of SCAG's 06- 07 Fiscal Year budget)
08-XXX.XXXX	\$450,000	Funding Sources: Indirect Overhead and other funding sources depending on area of need (subject to approval of SCAG's 07- 08 Fiscal Year budget)

Request for Proposal: SCAG staff mailed postcards to 30 staffing agencies on SCAG's bidders list to notify them of the release of RFQ No. 05-157. The RFQ was also posted on SCAG's web site and advertised in the California State Contracts Register. The following seven proposals were received in response to the solicitation:

ACT 1 Personnel Services
APR Consulting, Inc.
KT Professional Medical Staffing & Homecare, Inc.
Microlink Enterprises, Inc.
PMC
Radiant Systems, Inc.
Volt Services Group

Selection Process: The Proposal Review Committee (PRC) evaluated all seven proposals in accordance with the criteria set forth in the RFQ, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were not held with the offerors since this process is to establish a pre-qualified list of vendors to use for temporary staffing services, as needed.

The PRC was comprised of the following individuals:

Debbie Dillon, HR Supervisor/Project Manager, SCAG
Diane Pitman, Human Resources Manager, Metropolitan Water District
David Sosa, Chief, Regional Transportation Branch, Dist. 7, CalTrans

Basis for Selection: All seven proposals were ranked based on proposal information, organization, content, and technical proposal/qualifications. It was determined by the PRC during the proposal evaluation that the cost will be negotiated with the staffing agency at the time of need for a temporary staffing assignment.

Five of the seven staffing agencies provide general staffing services. However, SCAG is selecting the top two ranked vendors: ACT 1 Personnel Services and Volt Services Group. These two staffing agencies demonstrated an understanding of SCAG's needs in applicant screening, evaluation, and testing process as well as years in the field, and financial viability.

The remaining three vendors for general staffing services were not pre-qualified because of geographical location (Florida and Sacramento) and because of an overall lower quality response to the RFQ requirements.

PMC was the only vendor that provides staffing services in planning and GIS. They specifically bid on this specialty area. In addition, they demonstrated acceptable levels of applicant screening, evaluation, and testing process as well as years in the field and financial viability.

Microlink Enterprise, Inc. was the only vendor that submitted a proposal for information technology staffing. They specifically bid on this specialty area. In addition, they demonstrated acceptable levels of applicant screening, evaluation, and testing process as well as years in the field and financial viability.